

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0808556

DATE POSTED: 03/24/14

POSITION NO: 132210

CLOSING DATE: 04/04/14

POSITION TITLE: Department Manager I

DEPARTMENT NAME / WORKSITE: Division of Dine' Education/Office of Youth Development, Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: Y68A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: \$ \$55,078.40 Per Annum

SEASONAL: ☐ DURATION : \$ 26.48 Hourly

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Under administrative direction, the incumbent will perform work of considerable difficulty with responsibility to direct and manage a major department through Program Supervisors; plans, organizes and directs department activities; approves short and long term goals or work plans developed by Program Supervisors; sets department goals and objectives within the context of division policies; manage and coordinate the Office of Diné Youth and the five (5) Agency Offices. The incumbent ensures compliance with federal funding, Navajo Nation funding and other funding source requirements; Makes administrative decisions that may significantly impact the program. Plans, evaluates and improves services delivered to youth; sets standards and goals; ensures accountability and internal controls are established and maintained, and provides accounting and expenditure control for the overall department budgets. The incumbent interacts with various national and community organizations, tribal offices, legislative and executive officials of the Navajo Nation government, I.H.S. offices, state and federal programs for funding and coordination of effort to provide quality youth services. The incumbent is responsible for overseeing grants/contracts, and must have a working knowledge of budgeting and financial management.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A Bachelor's degree in Public or Business Administration, Political Science or a closely related field; and four (4) years of administrative or management experience, two (2) years of which must have been a supervisory capacity.

Preferred Qualifications:

* A Master's degree in Public or Business Administration, Political Science or a closely related field.

Special Requirements:

* Possess a valid state driver's license.

* Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, strategic planning, contract writing and negotiation, program evaluation and forecasting. Knowledge of Navajo Nation, federal and staff laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. A working knowledge of budget and reporting systems, financial controls, program analysis and performance measures. Knowledge of program operational activities, mission and client service requirements. Skill in developing and analyzing department strategic plans, operating systems, procedures and controls, budgets and forecasts. Skill in management staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate supervisor and staff, when required. Skill in the interpretation and execution of division policies.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.